



# **COPS** Fact Sheet

COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE

[www.cops.usdoj.gov](http://www.cops.usdoj.gov)

## Universal Hiring Program Adding Officers to the Street

*"OUR CRIME RATE IS GOING DOWN  
AND THE PEACE AND TRANQUILITY SO  
LONG A TRADEMARK IN OUR  
COMMUNITY ARE BACK. THIS HAS  
BEEN THE MOST EFFECTIVE GRANT  
THAT I HAVE SEEN IN MY 32 YEARS  
IN THE PUBLIC SERVICE FIELD."*

*POLICE COMMISSIONER*

*WILLIAM FLEET*

*ROME (NY) POLICE DEPARTMENT*

The Universal Hiring Program (UHP) is one of several programs developed by the Office of Community Oriented Policing Services (COPS) to increase the number of officers on the beat. As state, local, and tribal law enforcement embrace the challenges of securing our homeland, this is now more important than ever.

A decade ago as crime was soaring, law enforcement officers were rushing from incident to incident. Today, nine years after the Violent Crime Control and Law Enforcement Act of 1994 was signed into law, officers are walking the beat again. Citizens now know the officers policing their neighborhoods. Officers and citizens are partnering to develop creative and innovative ways to deal with long-standing problems, as well as the emerging needs of homeland security and defense.

### **Supporting Local Law Enforcement**

The COPS Office has awarded hiring grants through several programs over the course of its history. COPS formed the Universal Hiring Program in 1995 to supersede early programs such as Phase I; Accelerated Hiring, Education, and Deployment (AHEAD); and Funding Accelerated for Smaller Towns (FAST). UHP enables interested agencies to supplement their current sworn forces, or interested jurisdictions to establish a new agency, through three-year federal grants. To date, COPS has invested more than \$4.9 billion to hire over 66,000 law enforcement professionals through UHP and the hiring programs it superseded.

### **Funding Provisions**

The National Strategy for Homeland Security, the Administration's roadmap for securing the homeland, highlights the key role that state and local governments play in responding to a terrorist attack. In addition, terrorism preparedness and prevention have become key responsibilities for state and local units. All policing agencies, as well as jurisdictions seeking to establish new policing agencies, are eligible to apply for this program. Priority consideration will be given to those applications that demonstrate a use of funds related to terrorism preparedness or response through community policing.

UHP grants cover up to 75 percent of the approved entry-level salary and benefits of each newly hired additional officer position over three years. There is a maximum federal contribution of \$75,000 per officer or deputy position over the three-year grant period. A minimum 25 percent local match is required. The match must be a cash match from funds not previously budgeted for any law enforcement purpose. Funding will begin once the new officers have been hired on or after the date of the award, and will be paid over the course of the grant.

Waivers of the local matching requirement may be requested under UHP, but will be granted only upon a showing of extraordinary fiscal hardship.

COPS offers a variety of publications, products, and training opportunities to advance community policing and support its grant programs. COPS publications and products offer insights and experiences from others in the field addressing specific problems including:

- ✓ Law Enforcement Responds to Terrorism: Lessons in Prevention and Preparedness
- ✓ Problem-Solving Tips: A Guide to Reducing Crime and Disorder Through Problem-Solving Partnerships
- ✓ COPS Collaboration Toolkit

COPS also sponsors training opportunities and conferences to give law enforcement professionals an opportunity to learn, network, and exchange ideas. COPS publications and training opportunities are posted at COPS Online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

COPS grant funds must not be used to replace local funds that agencies otherwise would have devoted to sworn officer hiring. The hiring of officers under UHP must be in addition to, and not in lieu of, officers that otherwise would have been hired with local funds. All grant recipients must develop a written plan to retain any COPS-funded officer positions awarded for at least one full local budget cycle after federal funding has ended. This plan must be clearly specified in the *Retention Plan Certification* form that all applicants are required to submit at the time of their application.

### ***Funding in Fiscal Year 2003***

The COPS Office has approximately \$100 million available for UHP and plans to offer a new open solicitation in late April 2003.

Applications for UHP will be available at COPS Online in late April enabling interested parties to download the application.

Applications can also be requested by calling the U.S. Department of Justice Response Center at 800.421.6770. Application kits will be mailed to interested parties as soon as they are available.

**There is only one deadline, June 6, 2003, for this solicitation.** All applications must be postmarked on or before that date to receive consideration. Applications postmarked after that date will not be reviewed. All grant awards are subject to the availability of funding.

### ***Contact COPS***

For more information, call the U.S. Department of Justice Response Center at 800.421.6770, or visit COPS Online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).



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## Retention Requirements for COPS Funded Positions

### Retention Basics

All COPS hiring and redeployment grant programs have a retention requirement.

COPS-funded positions must be retained for at least one full local budget cycle beyond the local budget year in which the federal funding concluded. The retained positions must be in addition to the number of locally funded positions that would otherwise have existed without federal funding. Consistent with the intent of the 1994 Crime Act, this requirement helps to ensure a long-term increase in the number of sworn officer and/or civilian positions serving the community. These additional positions must be retained using state, local, or other non-federal funding. You may not use attrition to meet the retention requirement.

### COPS Programs Subject to the Retention Requirement

The retention requirement applies to the following COPS grants:

- Accelerated Hiring Education and Deployment (AHEAD),
- COPS in Community Prosecution Pilot Program (CICP),
- COPS in Schools (CIS) grants,
- Distressed Neighborhoods,
- Funding Accelerated for Smaller Towns (FAST),
- Making Officer Redeployment Effective (MORE),
- MCHS Initiative,
- Mental Health and Community Safety Initiative for American Indian / Alaska Native Children, Youth and Families,
- Small Communities Grant Program (SCGP),
- Tribal Hiring Renewal Grant Program,

- Tribal Resources Grant Program (TRGP), and
- Universal Hiring Program and Supplements (UHP).

### Retention Agreements

When an agency applies for and accepts a COPS grant, it submits retention information on some or all of the following documents: grant application; budget summary sheets; signed grant award page; grant conditions (specifically including retention planning); annual reports; and the Retention Plan Certification form. Agencies must follow through with these plans and the grant conditions as agreed upon grant acceptance.

### Retention Planning

Plans to retain COPS-funded positions must reflect a legitimate attempt by the law enforcement agency and its governing body (e.g., the city, county, town, or borough) to secure and provide resources to continue funding the additional officer and/or civilian position(s). An acceptable Retention Plan Certification must be submitted with the grant application.

The COPS statute requires agencies to plan to retain the additional COPS-funded sworn positions and civilian positions with *state or local* funding at the conclusion of federal support. Therefore, other federal funding, including but not limited to UHP, MORE, Advancing Community Policing, Local Law Enforcement Block Grants (LLEBG), COPS in Schools, or Community Development Block Grants (CDBG), may not be used to fund the retention of officer or civilian positions.

## Failing to Plan for Retention

Failure to document efforts to retain COPS-funded positions, or making no efforts to retain, may result in the revocation or suspension of existing grant funds, rejection of pending applications, ineligibility for further COPS or Office of Justice Programs funding, and any other remedy the COPS Office deems appropriate. For audit purposes, records documenting retention must be available for review for up to three years after the conclusion of the grant.

As part of our monitoring efforts, COPS, the Office of the Inspector General, and other U.S. Department of Justice representatives regularly review departments' progress in retention planning. Retention planning is a condition of the grant award and is a compliance requirement. COPS will track sworn and civilian position retention following the conclusion of each grant through a variety of monitoring activities, e.g., progress reports, site visits and office-based grant reviews. If your agency currently has an active grant, COPS will confirm retention planning when it conducts a monitoring site visit or an office-based grant review.

## Sample Retention Plans

Across the country, agencies are using sound fiscal management policies to retain COPS-funded staff. Most grantees are retaining through budget requests to their governing bodies. In addition, agencies have turned to innovative funding avenues such as:

- Collaborative arrangements with other state/local agencies to share the cost of positions based on assignments (e.g., school districts, public housing);
- Using funds from cost savings in other government agencies;
- Retiring municipal bonds;
- Applying for other non-federal funding sources such as state grants to support the additional COPS positions at the termination of the COPS grant;
- Using funds from parking, traffic or ordinance enforcement;
- Using asset forfeiture funds;
- Seeking law enforcement funding from private sources, including corporate and non-profit entities; and/or
- Pursuing local revenue initiatives.

This list is just a sample of the innovative approaches used to obtain funding to meet the retention requirement. The COPS Office does not recommend any one particular approach, but advises tailoring your retention plan to your community's specific circumstances.

## Grant Monitoring

Retention Plans submitted to the COPS Office must include the following elements to be acceptable:

- Document co-signed by the highest ranking Law Enforcement Executive (Chief/Sheriff/Director of Public Safety, etc.) and the highest ranking Government Executive (Mayor/City Manager/Chairman of County Commission, etc.) that identifies:
- The planned sources of funding for retaining the position(s); and

Jurisdictions must submit a retention plan at the time of application. For many programs a Retention Plan Certification is required which will serve as your official retention plan. Grantee agencies must also submit these documents upon request by the COPS Office.

## Financial Distress and Retention

Local fiscal and budgetary conditions cannot always be predicted. If circumstances arise which jeopardize the law enforcement agency's ability to retain, the COPS Office must be contacted immediately for a review of the retention plan and implementation efforts. The COPS Office will evaluate these situations on a case-by-case basis. Retention exemptions, are granted only in cases of severe local distress or other mitigating circumstances as deemed appropriate by the COPS Office. These exemptions are not an option and will not be considered during the pre-award phase. Exemptions to the retention plan requirement will not be considered until the last quarter of the grant period.

## For More Information

For questions about the retention requirement, please contact your Grant Program Specialist by calling the U.S. Department of Justice Response Center at 1.800.421.6770, or by visiting the COPS web site at: [www.cops.usdoj.gov](http://www.cops.usdoj.gov)



## Application Checklist

### Universal Hiring Program 2003

Agencies seeking funding to hire new, additional sworn law enforcement officer positions under the Universal Hiring Program (UHP) must complete the application pages and accompanying forms. Any additional officer positions requested through UHP must be new positions that supplement your agency's budgeted sworn force level. If you have questions about this application, please contact your COPS Grant Program Specialist at 800.421.6770.

☐ **Universal Hiring Program 2003 Application Form**

The Application Form must be completed in its entirety for funding consideration. The highest ranking law enforcement and government executives (e.g., Chief of Police, Mayor, or equivalent) in the jurisdiction must sign the application.

☐ **Certifications**

The same law enforcement and government executives who signed the UHP Application Form must sign the Certifications.

☐ **Assurances**

The same law enforcement and government executives who signed the UHP Application Form must sign the Assurances.

☐ **Retention Plan Certification**

A complete and signed Retention Plan Certification must be submitted at the time of application.

- By signing the Retention Plan Certification, your agency is committing to retain the increased number of officer positions with local (non-COPS) funds for at least one full local budget cycle following the expiration of the 36-month COPS grant funding period for each officer position (please see the Application Instructions Manual on page 12).
- As specifically as possible, the Retention Plan Certification must identify how your agency plans to secure and provide funding to continue the employment of the additional officer position(s), and must identify the anticipated source(s) of funding for the salary and benefits of retained position(s).
- The Retention Plan Certification must have original signatures of both the law enforcement and government executives. These executives must be the same as the executives who signed the UHP Application Form.

☐ **UHP Budget Information Worksheet**

If your agency is requesting full-time positions, complete Parts I and III. If your agency is requesting part-time positions, complete Parts II and III. If your agency is requesting both full-time and part-time positions, complete all three parts.

☐ **Sheriff's, Start-Up, and Special Department Questionnaires** (if applicable)

Based on the type of law enforcement agency indicated on page 3 of the Application, your agency must include the appropriate questionnaire(s) with your application package.

☐ **Waiver Information** (if applicable)

If your agency is requesting a waiver of the local match due to severe fiscal distress, you must submit the required waiver information as indicated on the Waiver Information Worksheet.

☐ **Community Policing Information Worksheet**

This must be submitted with your completed application. All signatures on Page 37 are required.

**Deadline:**

**Applications must be  
postmarked  
on or before  
June 6, 2003**

**Remember to send an  
original and two copies of all  
application materials.**



## FAQs

# Universal Hiring Program Frequently Asked Questions

### What is the Universal Hiring Program (UHP) retention requirement?

As part of UHP grant requirements, your agency is expected to plan to retain all additional COPS-funded officer positions for one full local budget cycle at the conclusion of three years of federal funding. Your agency is expected to complete, sign and return the Retention Plan Certification included with this application. The Retention Plan Certification must identify the anticipated funding source for the retention of the requested additional COPS UHP officer position(s). Your highest ranking law enforcement and government executives must sign and date the Retention Plan Certification.

### When does the retention period for COPS-funded officer position(s) begin?

After your agency has completed three years (36 months) for each COPS-funded position, you must retain the additional position for a minimum of one full local budget cycle. Please note that the retention requirement is not for one year; rather it is for one full local budget cycle. Should your agency complete the 36-month period in the middle of a fiscal year, the additional position(s) must be retained for the remainder of that fiscal year plus the entire next fiscal year.

### Can UHP funds be used to replace local or state funds for existing officer positions?

No. Universal Hiring Program funding must be used to hire new, additional sworn officer positions over and above the number of sworn positions that your agency would have funded in absence of the grant. For instance, if your department is budgeted for a sworn force of 10 officer positions, and then funding for one additional officer position is awarded through UHP, it is required that your department maintain a minimum sworn force of 11 officers (10 existing + 1 UHP) for the life of the grant, and then for the entire retention period. If your agency's local budget for sworn officer positions increases during the grant period, you must maintain that new increased sworn officer strength in addition to the COPS-funded positions. If a locally funded officer leaves (e.g., resignation, retirement, etc.), your department must backfill that position with a locally funded officer pursuant to your normal procedures. If your agency is unable to maintain this total officer strength as a result of budget cuts or other circumstances, please contact the COPS Office immediately for guidance.

### What is the maximum number of positions that may be requested through UHP?

The COPS Office does not impose a limit on the number of officer positions that your department can request in a UHP application. UHP funding requests should always be consistent with departmental staffing needs and resources. However, there is no guarantee that your UHP request will be granted in full. The COPS Office has the discretion to evaluate funding requests by using factors such as your officer-to-population ratio and municipal growth rates.

### What can be done if an agency is unable to meet the required local match associated with the grant?

Agencies that are experiencing *severe local fiscal hardship* are eligible to apply for a waiver of the local match portion of the UHP grant. Waiver requests should be submitted at the time of application and are evaluated on a case-by-case basis. In addition, you are encouraged to explore non-traditional sources for local match funding, such as state or private organizations to help with local match costs. For further information about applying for a local match waiver, please see the "Guidelines for Waivers of the Local Match" section in the Application Instructions Manual. Waiver requests without supporting documentation will not be considered.

If you have questions about applying for additional officer positions through UHP, please contact your COPS Grant Program Specialist through the U.S. Department of Justice Response Center at 800.421.6770.

Updated: April 9, 2003

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**Deadline:**

**Applications must be  
postmarked  
on or before  
June 6, 2003**

**Remember to send an  
original and two copies of all  
application materials.**



**U.S. Department of Justice**

Office of Community Oriented Policing Services  
1100 Vermont Avenue, N.W.  
Washington, D.C. 20530



# NOTICE TO ALL APPLICANTS

Due to events which have resulted in expanding the process handling time for Department of Justice postal mail in the Washington, D.C. area, the COPS Office reminds you that when submitting your Universal Hiring Program application for consideration, you are welcome to send your application package via overnight mail, using any of the numerous overnight mail carriers available nationally. The address that should be used for overnight mail deliveries to COPS is:

Universal Hiring Program Control Desk  
U.S. Department of Justice, Office of Community Oriented Policing Services  
1100 Vermont Avenue, N.W.  
8<sup>th</sup> Floor  
Washington, D.C. 20005

The COPS Office thanks you for your interest in Universal Hiring Program funding. If you have any questions, please contact your COPS Grant Program Specialist at 800.421.6770.





*COPS Instruction Booklet*

[www.cops.usdoj.gov](http://www.cops.usdoj.gov)

# Universal Hiring Program 2003

An Application for Law Enforcement Agencies  
Seeking to Hire Officers for Community Policing

## Application Instructions Manual

***U.S. Department of Justice***  
Office of Community Oriented Policing Services  
Carl R. Peed, Director  
OMB Approval Number: 1103-0027





# Universal Hiring Program 2003

## Application Instructions

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The Universal Hiring Program application is designed to assist law enforcement agencies seeking to add additional, new career law enforcement officers to engage in community policing.

For more information about COPS grants, call the U.S. Department of Justice Response Center at 800.421.6770.



U.S. Department of Justice  
Office of Community Oriented Policing Services  
Universal Hiring Program Control Desk  
1100 Vermont Avenue, NW  
8th floor  
Washington, DC 20530 (use zip 20005 for overnight mail)

COPS Online: <http://www.cops.usdoj.gov>

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## Overview

### The COPS Office

Established on October 1, 1994, under the Public Safety Partnership and Community Policing Act, the Office of Community Oriented Policing Services (COPS) has three primary goals:

- To promote the implementation of department-wide community policing in law enforcement agencies across the country;
- To help develop an infrastructure that will institutionalize and sustain community policing after federal funding has ended; and
- To demonstrate and evaluate the ability of agencies practicing community policing to significantly improve the quality of life by reducing the levels of violence, crime and disorder in their communities.

Through the Universal Hiring Program (UHP), COPS is continuing this effort to fund additional career law enforcement officers to engage in community policing. UHP makes direct grants to agencies and jurisdictions to hire additional, new entry-level sworn law enforcement officers as part of an overall plan to address crime and related problems through community policing.

This Application Kit is intended for use by agencies interested in applying for COPS Universal Hiring Program funding only. UHP permits interested jurisdictions to supplement their current sworn police forces or establish a new police agency. To inquire about the availability of funding for any other COPS programs, please contact the U.S. Department of Justice Response Center at 800.421.6770 or visit COPS Online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

### Community Policing

- The COPS Office envisions community policing in the following way:

*Community policing is a policing philosophy that promotes and supports organizational strategies to address the causes and reduce the fear of crime and social disorder through problem-solving tactics and police-community partnerships.*

Community policing is an integral part of combating crime and improving the quality of life in the nation's cities, towns and rural areas. It stresses the importance of police-citizen cooperation to fight crime and maintain order. Departments that practice community policing work with community members to identify persistent local problems, learn more about why these problems occur and address the underlying conditions that lead to these problems, so that predictable future crimes can be prevented.

Community policing calls for greater citizen responsibility, and it creates opportunities for citizens to contribute to public safety. At the same time, community policing enhances police professionalism by giving officers the skills, technology and motivation to innovatively solve community problems. To truly support community policing, police agencies often need to restructure and refine their management techniques to make full use of department and community resources.

This approach depends on an effective flow of information from sources inside and outside of the agency. To be successful at community policing, the law enforcement agency should use community feedback to become more effective and equitable in delivering services. This should allow law enforcement agencies to become more responsive to members of the community, as well as to their officers.

Community policing can improve an agency's ability to control crime. The ultimate goal is to improve public safety through better police work, while increasing the public's interaction and satisfaction with police services.

### **Homeland Security and Anti-Terrorism**

The National Strategy for Homeland Security, the Administration's roadmap for securing the homeland, highlights the key role that state and local governments play in responding to a terrorist attack. Terrorism preparedness and prevention have become key responsibilities for state and local units. As such, while all policing agencies and jurisdictions seeking to establish new policing agencies are eligible to apply for this program, priority consideration will be given to those applications that demonstrate a use of funds related to terrorism preparedness or response through community policing.

To demonstrate this commitment, you must answer the homeland security and anti-terrorism questions found in Section V of the Universal Hiring Program Application Form. Please answer all questions as completely and thoroughly as possible. However, please do not include any *confidential or classified* information in your responses. For the last question in this section, please adhere to the 250-word limit specified. Since definitions of homeland security and terrorism can vary across agencies, please read and use the definitions of homeland security and terrorism found in Section V as a framework for your responses. Other than responding to the questions in Section V, it is not necessary to submit any additional homeland security/anti-terrorism supporting documentation with your application.

### **Eligibility Requirements**

All state, local, federally recognized tribal and public law enforcement agencies, and jurisdictions serving special populations (e.g., transit, university, public housing, parks, etc.) are eligible to apply. In addition, jurisdictions wishing to establish or reinstate police agencies are eligible to apply under this program. Law enforcement agencies in jurisdictions that choose to apply for UHP funding must have primary law enforcement authority for the population to be served.

For additional information, contact your state Grant Program Specialist by calling the U.S. Department of Justice Response Center at 800.421.6770.

### **How to Apply and Deadline Information**

#### General:

COPS Universal Hiring Program applicants should carefully follow the instructions in this Application Instructions Manual. All of the required documents within the Application Kit must be completed and returned as part of your application. Failure to properly complete and return these forms could result in denial of your application or a delay in processing.

There will be one application deadline for the Universal Hiring Program in 2003. **The application deadline is June 6, 2003.** All grant awards are subject to the availability of funding, as well as legislative directives which govern COPS hiring grant funding. All applications must be postmarked no later than June 6, 2003. Applications postmarked after June 6, 2003 will not be considered. Since funding is limited, we encourage interested agencies to apply as early as possible. In the event that UHP application funding requests exceed available grant funds, your request may be considered in subsequent fiscal years.

**Please note that if your agency submitted a UHP application during 2002, and if that application remains in the COPS Office on a “pending” status, you do not need to re-apply for UHP funding. Your application is considered pending if the COPS Office has not yet notified your agency that the application you submitted in 2002 is either accepted or rejected. Pending applications will receive additional consideration in fiscal year 2003.**

All necessary application forms must be typed. Please submit one original and two copies of all materials. The required materials should be stapled together to form three separate and complete packets of identical information. Applicants are discouraged from including materials other than those specifically requested, with the exception of information that may affect the ability of COPS to fund your request, affect your agency's community policing plans under the grant, or impact your ability to successfully fulfill grant conditions (retention, non-supplanting, etc.).

Special Departments:

Departments that serve jurisdictions such as housing, transit, universities, schools, or parks are required to submit additional information. The additional information is included in this Application Kit and is entitled *Special Department Questionnaire*. This form must be completed and included with your application materials, along with any other supporting documentation.

Additionally, in the Executive Information section of the application on page 3, be sure that you list the law enforcement and government officials who will have *ultimate financial and programmatic authority* for this grant. Within special departments, these officials often possess different titles than those in a typical municipal agency. For example, while the top government executive in a city is often the mayor, the equivalent highest-ranking official in a college would be the president. Specialized jurisdictions are also required to complete the information contained in the Community Policing Information Worksheet, Part 2.

Finally, remember that in order to be eligible for UHP funding, an agency must have primary law enforcement authority for the population served. You are required to submit legislation documenting this authority at the time of application. Among other things, having primary law enforcement authority means that within your jurisdiction, your agency is the first responder to calls for service, handles investigations, and takes the lead role with all other law enforcement-related activities within the jurisdiction.

Sheriff's Departments:

Sheriff's departments are required to submit additional information detailing their scope of authority, law enforcement duties, and current community policing activities. This additional information is included in this Application Kit and is entitled *Sheriff's Department Questionnaire*. This form must be completed and included with any accompanying documentation with your completed application.

### Start-Up Departments:

Jurisdictions wishing to establish a law enforcement agency under the Universal Hiring Program must also submit additional information. This additional information is included in this Application Kit and is entitled *Start-Up Department Questionnaire*. Please note that this questionnaire requests information regarding your implementation plans for this new department. It also asks for official documentation that demonstrates that authorization has been given to establish a law enforcement agency. **Please be aware that the COPS Office cannot fund your UHP request without formal authorization by your agency's governing body that establishes a law enforcement entity.** Please attach the authorizing legislation to your completed questionnaire. Start-up jurisdictions are also required to complete the information contained in the Community Policing Information Worksheet, Part 2. If your jurisdiction plans to start a Sheriff's Department or a Special Department, you must also complete the appropriate questionnaire.

### Required Application Documents (all applicants):

**Please note that failure to submit any required information may result in delays in reviewing your request, or the denial of your application.** A complete Universal Hiring Program application must contain all of the following (unless noted otherwise):

- All pages of the Universal Hiring Program Application Form.
- Part 1 of the Community Policing Information Worksheet.
- Part 2 of the Community Policing Information Worksheet.  
Required if your jurisdiction serves a population of 50,000 or over; does not currently have an established department and wishes to establish one; or serves specialized populations, such as transit, housing, university, school or parks.
- Budget Information Worksheet.
- Assurances Form.  
Must be signed by the highest ranking law enforcement executive and government executive in your jurisdiction.
- Certifications Form.  
Must be signed by the highest ranking law enforcement executive and government executive in your jurisdiction.
- Retention Plan Certification.  
All grant applicants are required to submit, at the time of application, the Retention Plan Certification found in the Application Kit. The Retention Plan Certification affirms the applicant's intent to retain the additional position(s) funded by the COPS Universal Hiring Program for at least one full local budget cycle following the conclusion of 36 months of grant funding for each officer position. The COPS Office will monitor the grantee's retention of the additional officer positions for one full local budget cycle at the conclusion of federal funding. If you have questions about COPS retention requirements or your agency's ability to meet them, please contact your COPS Grant Program Specialist at 800.421.6770.
- Disclosure of Lobbying Activities (if applicable).  
If your department does not participate in lobbying activities, it is not necessary to return the Disclosure of Lobbying Activities form.



- Sheriff's, Start-Up, and Special Department Questionnaires (if applicable).  
See Page 3 of this Application Instructions Manual to determine if your agency must complete any of these questionnaires.
- Waiver Information (if applicable).

### Permissible Use of Funds

Grants awarded under the Universal Hiring Program are restricted to the payment of approved entry-level salaries and benefits for the hiring of new, additional sworn career law enforcement officer positions after the award start date for deployment into community policing. A "career law enforcement officer" is a person hired on a permanent basis who is authorized by law or by a state or local public agency to engage in or oversee the prevention, detection or investigation of violations of criminal laws. Additionally, all officers hired under the UHP must be over and above the number of officer positions funded with state or local funds (or, for tribal grantees, Bureau of Indian Affairs funds) in absence of the grant. Grant awards are based on the entry-level salary and benefit costs of a police officer in your department. **Officers hired under the UHP grant must be newly hired on or after the official grant award start date to qualify for funding.** Funds can only be spent on or after the start date of the award or the date of an officer's hire, whichever comes later. Grant funds may not be used retroactively for salaries or benefits paid prior to the grant award.

Universal Hiring Program grant funds may not be used for any purpose other than approved salaries and benefits for newly hired, additional officer positions awarded under the program. Funds under this program may not be used to purchase equipment or support systems, or to pay overtime costs or indirect costs.

The hiring or rehiring of new officer positions must follow your existing local recruitment and selection procedures. The officers hired under this program may be assigned to field training and probationary assignments, if this is the customary practice of the agency, provided the same number of veteran officers are transferred to community policing at the same time. For example, new officers hired under this program may be assigned to non-community policing activities, as long as an equal number of experienced officers are deployed into community policing.

For information on available training, please contact the U.S. Department of Justice Response Center at 800.421.6770 or refer COPS Online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

Supplanting (replacing) local or state funds that are already budgeted for public safety or are budgeted during the life of a COPS grant, is prohibited by law. As noted above, your agency must use COPS grant funds to hire new, additional law enforcement officers above and beyond the number of officer position(s) that would be hired with state or local funds (or, for tribal grantees, Bureau of Indian Affairs funds) in the absence of the grant. See the "Administrative Requirements" on page 9 in this booklet for more information.

### Guidelines for Waivers of the Local Match

To maximize the number of agencies that can take advantage of the Universal Hiring Program, the COPS Office may grant waivers of the local match requirement upon documentation and demonstration of severe financial distress by the applicant. Requests for waivers must be made at the time of application; post-award waivers will be

considered only in extraordinary circumstances. Agencies that consider applying for a waiver of the local match requirement should refer to the application document entitled "[Universal Hiring Program Waiver Information Worksheet](#)" for a listing of the information needed to consider a waiver request. This information should be submitted with your completed application. If a specific item on the Waiver Information Worksheet is not applicable to your agency, please indicate as such. Failure to submit thorough waiver information at the time of application may result in a significant delay in the processing of your application or the denial of the waiver request. Whether or not a waiver is requested, all UHP applicants must submit a signed Retention Plan Certification at the time of application.

Jurisdictions experiencing severe fiscal distress that significantly impacts law enforcement operations may apply for a waiver of the 25 percent minimum local matching requirement. In a detailed narrative, waiver applicants must:

1. Demonstrate evidence of severe fiscal distress. Severe fiscal distress indicators include (but are not limited to):
  - Substantially high unemployment and poverty rates
  - Recent Federal Emergency Management Agency (FEMA) designation
  - Recent bankruptcy declarations
  - Recent placement in state receivership
  - Recent layoffs within the law enforcement agency
  - Significant unexpected, non-recurring expenses (e.g., new sewer system mandated)
2. Explain how the severe fiscal distress indicators directly impact the law enforcement agency.
3. Indicate how much, if any, the applicant is able to contribute to salaries and benefits of awarded positions over the three-year grant term.
4. Detail plans to retain all requested positions at the conclusion of the federal funding.

Waiver applicants should also describe efforts to obtain contributions to matching funds from community or nongovernmental sources and the results of such efforts. The COPS Office may request additional explanation or documentation concerning the request. In addition, the COPS Office may require an on-site audit or evaluation of fiscal conditions before granting a waiver.

For further details, please refer to the "[Universal Hiring Program Waiver Information Worksheet](#)" provided in your Application Booklet. Jurisdictions that do not submit the required information will not be considered for a waiver. Waiver requests will be considered on a case-by-case basis and may be granted in whole, in part, or denied based upon an evaluation of the particular circumstances.

If your agency receives a grant and is also granted a waiver, written notification will be forthcoming.

## Monitoring and Reporting Requirements

Federal regulations require that any financial assistance from the federal government be monitored to ensure that those funds are spent properly. In addition, the COPS Office is interested in tracking the progress of our programs and the development of our grantees' community policing plans. Therefore, all grantees will be required to participate in the grant monitoring activities of the COPS Office, other U.S. Department of Justice representatives, the Office of the Inspector General, or any entity designated by the COPS Office.

The COPS Office monitoring staff will take a number of approaches such as site visits, office-based grant reviews, and periodic phone calls in order to gather information. We will seek information on your agency's retention of COPS-funded officer positions following your grant's expiration, compliance with nonsupplanting and financial requirements of the grant, and progress toward achieving your community policing plan, in addition to maintaining other administrative and financial aspects of your agency's grant implementation. Program and Monitoring Specialists are particularly interested in assuring that the deployment of additional officers is consistent with the applicant's proposal. Thus, any significant changes to your agency's community policing plan and activities as specified in your application must be submitted to the COPS Office in writing for review and approval. Your agency must receive written approval by the COPS Office prior to making significant changes in your community policing activities.

Awarded agencies will also be responsible for submitting any requested progress reports and quarterly financial status reports.

## Evaluation Requirements

Evaluations of the COPS Universal Hiring Program may be conducted at the national and/or local level. The purpose of these evaluations could include assessing the process of implementing this program and examining the possible impacts of additional officers hired. Evaluators may visit grantee sites to collect data for these evaluations. All selected applicants must cooperate in such evaluations and provide any requested information. In addition, grantees are encouraged to collect information regarding the achievements and successes of community oriented policing in their area, as well as responses from members of the public to the grantee plans.

## Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to 5.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the application. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, NW, Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this collection of information is 1103-0027.

### **Technical Assistance**

Assistance with completing this application may be obtained from the U.S. Department of Justice Response Center at 800.421.6770 and is of no cost to the applicant.

Assistance regarding community policing plans and practices may also be obtained from COPS Online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). Written inquiries may be sent to: COPS Office, Attn: Training and Technical Assistance Division, U.S. Department of Justice, 1100 Vermont Avenue, NW, Washington, DC 20530. This technical assistance may be particularly useful to new departments or those that are in the early stages of implementing community policing and need help in formulating their long-term plans.

Guidance regarding financial and administrative aspects of the grant may also be obtained by consulting the COPS Grant Monitoring Standards & Guidelines for Hiring and Redeployment, which is available at no cost from the U.S. Department of Justice Response Center by calling 800.421.6770 or by visiting COPS Online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

## Administrative Requirements for Applicants

### Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government, or other organizations providing services within a state, to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists and if this program has been selected for review by the state. Tribal governments are exempt from this review. The state Single Points of Contact are listed on page 23 of this booklet. Applicants must contact their state SPOC to determine if the program has been selected for state review and, if so, comply with the state requirements prior to, or at the same time, as an application is submitted to the COPS Office. If the SPOC requires a copy of the COPS Universal Hiring Program application, the applicant should still send the original application and two copies to the COPS Office.

### Audit Requirement

OMB Circular A-133 establishes the requirements for organizational audits that apply to COPS grantees. Grantees must arrange for the required organization-wide (not grant-by-grant) audits in accordance with the requirements of this circular. Only jurisdictions expending greater than \$300,000 in federal funds during their fiscal year are subject to a Single Audit.

### Assurances, Certifications and Disclosure of Lobbying Activities

- Lobbying
- Debarment, Suspension and Other Responsibility Matters
- Drug-Free Workplace Requirements
- Coordination Requirement

Applicants should refer to the Assurances, Certifications and Disclosure of Lobbying Activities forms in the Application Kit to determine the certifications to which they are required to attest. Applicants should also review the regulations referred to in the Certifications form. Signing this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)," and with the coordination requirement of the Public Safety Partnership and Community Policing Act of 1994. The certifications will be treated as a material representation of fact upon which reliance will be placed by the Department of Justice in awarding grants. Alteration of the Assurances, Certifications, or Disclosure of Lobbying Activities forms by the applicant is not permitted.

### Civil Rights

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. All applicants should consult the Assurances form to understand the applicable legal and administrative requirements.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

### **Suspension or Termination of Funding**

The COPS Office may suspend, in whole or in part, or terminate funding or impose other sanctions on a grantee for the following reasons:

- Failure to substantially comply with the requirements or objectives of the Public Safety Partnership and Community Policing Act of 1994, program guidelines, or other provisions of federal law; or
- Failure to make satisfactory progress toward the goals or strategies set forth in this application; or
- Failure to adhere to grant agreement requirements or special conditions; or
- Proposing substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding; or
- Failure to submit required or requested reports; or
- Filing a false statement or certification in this application or any other document; or
- Failure to return a signed award document accepting the grant within the allowable time frame (currently 90 days); or
- Other good cause shown.

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally. Appeal procedures will follow those in U.S. Department of Justice regulations in 28 CFR Part 18. False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law.

## Compliance Requirements

### Length of Award, Grant Amounts and Local Match

Unless a waiver of the local matching share is approved, the Universal Hiring Program grant will pay 75% of each awarded officer's entry-level salary and benefits, up to a maximum of \$75,000 per full-time officer, over the three-year period of the grant. Grant funds are paid over the entire grant period and not in a lump sum. Any salary or benefits in excess of your agency's standard entry-level salary and benefits packages must be paid with local funds in addition to the required local match. The local matching share must increase each year of the grant. At the conclusion of 36 months of federal funding, the grantee is responsible for the continued funding of all additional officer position(s) awarded through the grant for a minimum of one full local budget cycle.

Requests to waive the local match (i.e., increase the maximum federal funds per officer hired) are permitted under this program. However, such requests will be granted only in cases of severe local fiscal distress (see "[Guidelines for Waivers of the Local Match](#)" on Page 5 for more information). Your agency must maintain records which clearly demonstrate the source of local matching funds, the amount of match, and when the match is contributed. Funds previously budgeted specifically for law enforcement purposes may not be reallocated to provide local matching funds for the hiring of COPS Universal Hiring Program officers.

For matching funds, state and local units of government may use assets received through the Assets Forfeiture Equitable Sharing Program, the Housing and Community Development Act of 1974 (in compliance with the guidelines of those programs), and other funds contributed from state, local or private sources, or otherwise authorized by law. Federal funds appropriated to tribal agencies or to the Bureau of Indian Affairs performing law enforcement functions on Indian lands may be used as matching funds. Federal grant monies received from other federal agencies may be used as local matching funds only if specifically authorized in writing by the other federal grant program. COPS grant funds may not be used to pay the local match.

### Grant Funds Must Supplement and Not Supplant

Grant funds may not be used to replace state or local funds (or where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of federal aid, be available or forthcoming for law enforcement. Instead, COPS Universal Hiring Program grant funds must be used to increase the total amount of state, local, or Bureau of Indian Affairs funds budgeted for hiring sworn officers. UHP funding must be used to hire new, additional sworn officer positions over and above the number of sworn officer positions that your agency would have funded in the absence of the grant.

A grant recipient may not use federal grant funds to pay salaries of police officers that the recipient is already obligated to pay. This means that UHP funds cannot be used to pay for an officer hired prior to the award start date unless specific written authorization is obtained from the COPS Office. Funds allocated to pay law enforcement officers irrespective of the grant may not be reallocated to other purposes or refunded should a COPS Universal Hiring Program grant be made. Non-federal funds for police hiring must remain available for and devoted to that purpose, with COPS UHP funds supplementing those non-federal funds.



In addition, without including officers hired under a COPS grant, all grantees will be expected to proceed with new hiring for which non-federal funds are committed and to take active and timely steps to fill all local or state funded vacancies resulting from attrition. Failure to do so may be considered evidence of supplanting.

*Grantees which are awarded funds as "start-up" agencies, but which previously contracted for law enforcement services from another agency, must continue to dedicate the same level of local funding previously dedicated to the contract to annually recurring law enforcement costs for the new start-up agency. Annually recurring law enforcement costs might include, for example, hiring locally funded sworn officers or civilian employees, paying rent for facilities, or annual training costs. Start-up grantees may not spend the previously budgeted level of law enforcement funds on one-time costs, such as purchasing equipment or vehicles, nor may they reallocate those funds to pay the COPS local match. Instead they must dedicate this level of local funding to recurring law enforcement costs throughout the life of the COPS grant program to comply with the nonsupplanting requirement.*

The possibility of supplanting will be the subject of careful application review, possible pre-award review, and post-award monitoring and audit. Any supplanting of non-federal funds with COPS grant funds may lead to the suspension or termination of grant funding, recovery of funds already provided, and any other sanctions available by law.

As part of this application, an agency must sign an assurance that no supplanting of federal funds will take place should a grant award be made. This assurance shall be treated as a material representation of fact upon which reliance will be placed in the U.S. Department of Justice's determination whether to award this grant.

The Assurances and Certifications forms can be found in the Application Booklet and must be signed and returned as part of a complete Universal Hiring Program application.

If your agency has questions concerning non-supplanting requirements while completing this application, please contact the COPS Office at 800.421.6770 for further information.

### **Retention Requirements**

The retention requirement is a condition of the Universal Hiring Program grant. When your agency accepts officer funding under this COPS program, it agrees that, first, during the life of the grant, it will plan to retain the additional officer positions after the expiration of the grant and, second, after the expiration of the 36-months of COPS grant funding for each position, it will retain each additional officer position with local (non-COPS) funds for at least one full local budget cycle. The position(s) can be retained using state, local, tribal or other non-COPS funding. Grantees cannot use attrition to meet the retention requirement.

## Glossary of Common Grant Terms

The following information is provided to assist your agency with the completion of your Universal Hiring Program (UHP) Application Kit. The list includes some of the most common terms that are used in the UHP Application Kit. For additional assistance or clarification with any part of the application, please contact your state Grant Program Specialist at 800.421.6770.

### **Budget Cap**

Under UHP, agencies requesting funding for full-time officer positions can apply for a maximum federal contribution of \$75,000 or 75% of the total project cost per position, whichever is less (unless granted a waiver). This is referred to as the budget cap. Similarly, there is a budget cap for agencies requesting part-time officer positions. To determine what your part-time cap is, divide the number of hours that your part-time officer will be working by 40 hours. Then multiply the number that results from this calculation by \$75,000. That number is your part-time budget cap.

### **Cognizant Federal Agency**

State and municipal jurisdictions that receive federal grants are required to have audits of those grants forwarded to a single federal agency (e.g., Justice, HUD, HHS, Transportation, etc.). The single federal agency where such audits are sent is known as your "Cognizant Federal Agency." Only jurisdictions expending greater than \$300,000 in federal funds during their fiscal year are subject to a Single Audit.

### **Contracting for Law Enforcement Services**

Under UHP, jurisdictions that do not have an existing law enforcement agency can apply for officer position(s) by contracting for law enforcement services with another law enforcement agency. For example, a town that does not have a law enforcement agency of its own may contract for law enforcement services with the sheriff's department that has the primary law enforcement authority in that jurisdiction.

In the aforementioned contracting arrangement, the town should apply for the grant in its name and it would be responsible for ensuring compliance with all grant requirements, including retention. Similarly, in the application, the top government executive of the town should supply the legal name, government executive information, and any required signatures of the government executive. Moreover, the law enforcement agency information should be submitted from the law enforcement agency providing the services. In this example, it would be the sheriff's department. The sheriff would also sign as the law enforcement executive. Please note that if your jurisdiction is contracting for its officers with a law enforcement agency, your jurisdiction is responsible for ensuring that this arrangement is in compliance with the conditions of the grant.

### **EIN Number**

This is the nine-digit federal employer identification number assigned to your agency by the IRS. In some cases, the EIN has been previously assigned to another agency within your jurisdiction. In that instance, a new vendor number will be assigned to your agency. The new assigned vendor number is to be used for COPS administrative purposes only and should not be used for IRS purposes. If the Office of Justice Programs has already assigned your department an EIN number, please use that assigned number.

### **ORI Number (Originating Agency Identifier)**

This number is assigned by the FBI and is your agency's unique identifier. The first two letters are your state abbreviation, the next three numbers are your county's code and the final two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant.





## Universal Hiring Program 2003 Budget Information

Applicant Legal Name: Arthurville, Town of ORI Code (Assigned by FBI): M D 0 1 2 3 4

This worksheet will assist your agency in properly organizing your estimated salary and benefit costs and providing the necessary financial details for review by the COPS Office. Complete Parts I and III if you are requesting funds for full-time officers, Parts II and III if you are requesting part-time officers, and all three parts if you are requesting full and part-time officer positions. **All budget figures should be rounded to the nearest whole dollar.**

The budget information you provide will be used to calculate your grant amount. Assistance in completing this information is available from the U.S. Department of Justice Response Center at 800.421.6770.

**OMB Approval Number: 1103-0027**

### PART I: Complete if your agency is requesting full-time officers

#### 1. Cost Per Full-Time Officer – Year 1

**Instructions: Indicate your department's cost for each of the following categories. Do not include employee contribution costs.**

Current Annual Entry-Level Base Salary \$ 33,500.00 % of base salary

**Enter the base annual first year salary that your department currently pays a new, entry-level officer.**

#### Annual Fringe Benefits:

\* Please refer to Part III, Question 4

*Social Security	\$	<u>          </u> .00		%
*Medicare	\$	<u>486</u> .00	<u>1.45</u>	%
Health Insurance	\$	<u>6,365</u> .00	<u>19</u>	%
Life Insurance	\$	<u>          </u> .00		%
Vacation	\$	<u>          </u> .00		%
Sick Leave	\$	<u>          </u> .00		%
Retirement	\$	<u>6,030</u> .00	<u>18</u>	%
*Worker's Comp.	\$	<u>1,340</u> .00	<u>4</u>	%
*Unemployment Ins.	\$	<u>335</u> .00	<u>1</u>	%
Other	\$	<u>          </u> .00		%
Other	\$	<u>          </u> .00		%

Cost for Social Security may not exceed 6.2%. **If exempt check here ☒**

Cost for Medicare may not exceed 1.45%. **If exempt check here ☐**

Costs toward health insurance coverage; please indicate if this is for **Family Coverage** ☐ Yes ☒ No

Costs toward life insurance coverage.

Vacation costs, if not included in base salary. # of hours annually:           

Sick leave costs, if not included in base salary. # of hours annually:           

Contribution to retirement benefits.

Costs of worker's compensation. (See Part III, Question 4)

Costs of unemployment insurance. (See Part III, Question 4)

**Costs of equipment, training, uniforms, vehicles and overtime are not permitted.**

Total Fringe Benefits \$ 14,556.00

Sum of department fringe benefit costs for Year 1.

Total Year 1 Salary and Benefits \$ 48,056.00

**Year 1 base salary plus Year 1 fringe benefits.**

**2. Cost Per Full-Time Officer – Year 2**Current Annual Entry-Level Base Salary \$ 35,580.00 % of base salary**Annual Fringe Benefits:**

*Social Security	\$	<u>          </u> .00	<u>          </u>	%
*Medicare	\$	<u>516</u> .00	<u>1.45</u>	%
Health Insurance	\$	<u>6,760</u> .00	<u>19</u>	%
Life Insurance	\$	<u>          </u> .00	<u>          </u>	%
Vacation	\$	<u>          </u> .00	<u>          </u>	%
Sick Leave	\$	<u>          </u> .00	<u>          </u>	%
Retirement	\$	<u>6,404</u> .00	<u>18</u>	%
*Worker's Comp.	\$	<u>1,423</u> .00	<u>4</u>	%
*Unemployment Ins.	\$	<u>356</u> .00	<u>1</u>	%
Other	\$	<u>          </u> .00	<u>          </u>	%
Other	\$	<u>          </u> .00	<u>          </u>	%

Total Fringe Benefits \$ 15,459.00**Total Year 2 Salary and Benefits** \$ 51,039.00**3. Cost Per Full-Time Officer – Year 3**Current Annual Entry-Level Base Salary \$ 37,620.00 % of base salary**Annual Fringe Benefits:**

*Social Security	\$	<u>          </u> .00	<u>          </u>	%
*Medicare	\$	<u>545</u> .00	<u>1.45</u>	%
Health Insurance	\$	<u>7,148</u> .00	<u>19</u>	%
Life Insurance	\$	<u>          </u> .00	<u>          </u>	%
Vacation	\$	<u>          </u> .00	<u>          </u>	%
Sick Leave	\$	<u>          </u> .00	<u>          </u>	%
Retirement	\$	<u>6,772</u> .00	<u>18</u>	%
*Worker's Comp.	\$	<u>1,505</u> .00	<u>4</u>	%
*Unemployment Ins.	\$	<u>376</u> .00	<u>1</u>	%
Other	\$	<u>          </u> .00	<u>          </u>	%
Other	\$	<u>          </u> .00	<u>          </u>	%

Total Fringe Benefits \$ 16,346.00**Total Year 3 Salary and Benefits** \$ 53,966.00**Enter the base annual salary that your department currently pays a new, entry-level officer in the second year of service.**Cost for Social Security may not exceed 6.2%. **If exempt check here** ☒Cost for Medicare may not exceed 1.45%. **If exempt check here** ☐Costs toward health insurance coverage; please indicate if this is for **Family Coverage** ☐ **Yes** ☒ **No**

Costs toward life insurance coverage.

Vacation costs, if not included in base salary. # of hours annually:           Sick leave costs, if not included in base salary. # of hours annually:           

Contribution to retirement benefits.

Costs of worker's compensation. (See Part III, Question 4)

Costs of unemployment insurance. (See Part III, Question 4)

**Costs of equipment, training, uniforms, vehicles and overtime are not permitted.**

Sum of department fringe benefit costs for Year 2.

**Year 2 base salary plus Year 2 fringe benefits.****Enter the base annual salary that your department currently pays a new, entry-level officer in the third year of service.**Cost for Social Security may not exceed 6.2%. **If exempt check here** ☒Cost for Medicare may not exceed 1.45%. **If exempt check here** ☐Costs toward health insurance coverage; please indicate if this is for **Family Coverage** ☐ **Yes** ☒ **No**

Costs toward life insurance coverage.

Vacation costs, if not included in base salary. # of hours annually:           Sick leave costs, if not included in base salary. # of hours annually:           

Contribution to retirement benefits.

Costs of worker's compensation. (See Part III, Question 4)

Costs of unemployment insurance. (See Part III, Question 4)

**Costs of equipment, training, uniforms, vehicles and overtime are not permitted.**

Sum of department fringe benefit costs for Year 3.

**Year 3 base salary plus Year 3 fringe benefits.**

## PART II: Complete if your agency is requesting part-time officers

Note: There is a funding cap for part-time officers in proportion to the number of hours worked (e.g., 20 hours/40 hour week = .5 full-time equivalent officer; Part-time Federal Share Cap =  $0.5 \times \$75,000 = \$37,500$ ). For a detailed explanation on how to compute the part-time cap, please see page 13 of the Application Instructions Manual.

- 1. Part-time Hours:** What is the average number of hours per week that your part-time COPS officer will work? 15  
 How many hours per week is considered full-time employment? 40  
 What is the average number of hours per year that your part-time COPS officer will work? 780  
 What is the hourly rate for the part-time COPS officer? \$12.35  
 Multiply the hourly rate by the average number of hours per year that the part-time COPS officer will work, and enter this amount below on the base salary line (A).

## 2. Cost Per Part-Time Officer – Year 1

**Instructions: Indicate your department's cost for each of the following categories. Do not include employee contribution costs.**

Current Annual Entry-Level Base Salary (A) \$ 9,633.00 % of base salary

Annual Fringe Benefits:

\* Please refer to Part III, Question 4

*Social Security	\$	<u>          </u> .00		%
*Medicare	\$	<u>140</u> .00	<u>1.45</u>	%
Health Insurance	\$	<u>          </u> .00		%
Life Insurance	\$	<u>          </u> .00		%
Vacation	\$	<u>          </u> .00		%
Sick Leave	\$	<u>          </u> .00		%
Retirement	\$	<u>1,156</u> .00	<u>12</u>	%
*Worker's Comp.	\$	<u>193</u> .00	<u>2</u>	%
*Unemployment Ins.	\$	<u>          </u> .00		%
Other	\$	<u>          </u> .00		%
Other	\$	<u>          </u> .00		%

Total Fringe Benefits \$ 1,489.00

**Total Year 1 Salary and Benefits** \$ 11,122.00

**Enter the base annual first year salary that your department currently pays a new, entry-level officer.**

Cost for Social Security may not exceed 6.2%. **If exempt check here** ☒

Cost for Medicare may not exceed 1.45%. **If exempt check here** ☐

Costs toward health insurance coverage; please indicate if this is for **Family Coverage** ☐ Yes ☒ No

Costs toward life insurance coverage.

Vacation costs, if not included in base salary. # of hours annually:           

Sick leave costs, if not included in base salary. # of hours annually:           

Contribution to retirement benefits.

Costs of worker's compensation. (See Part III, Question 4)

Costs of unemployment insurance. (See Part III, Question 4)

**Costs of equipment, training, uniforms, vehicles and overtime are not permitted.**

Sum of department fringe benefit costs for Year 1.

**Year 1 base salary plus Year 1 fringe benefits.**

## 3. Cost Per Part-Time Officer – Year 2

Current Annual Entry-Level Base Salary (A)	\$ <u>10,105</u> .00	% of base salary
Annual Fringe Benefits:		
*Social Security	\$ _____ .00	_____ %
*Medicare	\$ <u>147</u> .00	<u>1.45</u> %
Health Insurance	\$ _____ .00	_____ %
Life Insurance	\$ _____ .00	_____ %
Vacation	\$ _____ .00	_____ %
Sick Leave	\$ _____ .00	_____ %
Retirement	\$ <u>1,213</u> .00	<u>12</u> %
*Worker's Comp.	\$ <u>202</u> .00	<u>2</u> %
*Unemployment Ins.	\$ _____ .00	_____ %
Other _____	\$ _____ .00	_____ %
Other _____	\$ _____ .00	_____ %

Total Fringe Benefits \$ 1,562 .00**Total Year 2 Salary and Benefits** \$ 11,667 .00

## 4. Cost Per Part-Time Officer – Year 3

Current Annual Entry-Level Base Salary (A)	\$ <u>10,500</u> .00	% of base salary
Annual Fringe Benefits:		
*Social Security	\$ _____ .00	_____ %
*Medicare	\$ <u>152</u> .00	<u>1.45</u> %
Health Insurance	\$ _____ .00	_____ %
Life Insurance	\$ _____ .00	_____ %
Vacation	\$ _____ .00	_____ %
Sick Leave	\$ _____ .00	_____ %
Retirement	\$ <u>1,260</u> .00	<u>12</u> %
*Worker's Comp.	\$ <u>210</u> .00	<u>2</u> %
*Unemployment Ins.	\$ _____ .00	_____ %
Other _____	\$ _____ .00	_____ %
Other _____	\$ _____ .00	_____ %

Total Fringe Benefits \$ 1,622 .00**Total Year 3 Salary and Benefits** \$ 12,122 .00**Enter the base annual salary that your department currently pays a new, entry-level part-time officer in their second year.**Cost for Social Security may not exceed 6.2%. **If exempt check here** ☒Cost for Medicare may not exceed 1.45%. **If exempt check here** ☐

Costs toward health insurance coverage; please indicate if this

is for **Family Coverage** ☐ Yes ☒ No

Costs toward life insurance coverage.

Vacation costs, if not included in base salary. # of hours annually: \_\_\_\_\_

Sick leave costs, if not included in base salary. # of hours annually: \_\_\_\_\_

Contribution to retirement benefits.

Costs of worker's compensation. (See Part III, Question 4)

Costs of unemployment insurance. (See Part III, Question 4)

**Costs of equipment, training, uniforms, vehicles and overtime are not permitted.**

Sum of department fringe benefit costs for Year 2.

**Year 2 base salary plus Year 2 fringe benefits****Enter the base annual salary that your department currently pays a new, entry-level part-time officer in their third year.**Cost for Social Security may not exceed 6.2%. **If exempt check here** ☒Cost for Medicare may not exceed 1.45%. **If exempt check here** ☐

Costs toward health insurance coverage; please indicate if this

is for **Family Coverage** ☐ Yes ☒ No

Costs toward life insurance coverage.

Vacation costs, if not included in base salary. # of hours annually: \_\_\_\_\_

Sick leave costs, if not included in base salary. # of hours annually: \_\_\_\_\_

Contribution to retirement benefits.

Costs of worker's compensation. (See Part III, Question 4)

Costs of unemployment insurance. (See Part III, Question 4)

**Costs of equipment, training, uniforms, vehicles and overtime are not permitted.**

Sum of department fringe benefit costs for Year 3.

**Year 3 base salary plus Year 3 fringe benefits.**



Applicant Legal Name: Arthurville, Town of

ORI (Assigned by FBI): M D 0 1 2 3 4

### PART III: Budget Summary (All applicants must complete this section)

After completing Part I and/or Part II of this form, answer the following questions. If necessary, attach an explanation of how you computed salaries and benefits for the worksheet. Be sure to answer **EVERY** question. Missing or erroneous information could significantly delay the review of your agency's Universal Hiring Program request.

1. If your department's second- and third-year costs for salaries and/or benefits are greater than the first year, check the reason(s) why in the space below:

- ☒ Cost of living adjustment (COLA)      ☐ Step raises      ☐ Changes in benefit costs      ☐ Other (explain below)

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2. Many state and municipal agencies that receive federal grants are required to have audits of those grants forwarded to a single federal agency (e.g., Justice, HUD, HHS, Transportation, etc.). The single federal agency where such audits are sent is known as your "Cognizant Federal Agency." Please enter the name of your Cognizant Federal Agency (typically the federal agency that provides your department with the most federal funding) in the space provided. If your department does not receive federal funds, enter "U.S. Department of Justice."

U.S. Department of Justice

3. Starting date of your fiscal year: 01 / 01 / 2003      Ending date: 12 / 31 / 2003  
Month      Day      Year      Month      Day      Year

4. IF NO FUNDS WERE BUDGETED FOR 1) SOCIAL SECURITY, 2) MEDICARE, 3) WORKER'S COMPENSATION, AND/OR 4) UNEMPLOYMENT INSURANCE, YOUR AGENCY MUST PROVIDE AN EXPLANATION FOR EACH OMISSION BELOW:

Our agency is exempt from Social Security for both part-time and full-time officers. Therefore, Social Security is not applicable. Our  
agency is also exempt from paying unemployment for part-time officers.

5. The federal share of total salaries and benefits must decrease each year leading to full local funding during the retention period. The total percentage of officers' salaries and benefits paid with federal funds must be less in Year 2 than in Year 1 and less in Year 3 than in Year 2. At the same time, your local share must increase each year. The percentage of total officers' salaries and benefits paid with local funds must be more in Year 2 than in Year 1, and more in Year 3 than in Year 2. Please complete the following three-year projection, showing how the federal share and your local matching share will change year by year for one officer. If applying for a waiver, your agency must still complete the federal and local amount sections as if you were not receiving a waiver. Please refer to the sample budget in the Application Instructions Manual if you have questions.

Three-year salary and benefit costs PER FULL-TIME position

*The federal share may not exceed 75% of the total three-year costs or \$75,000, whichever is smaller.	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>TOTAL - 3 YEARS</b>	
Federal Amount (Percentage must decrease each year)	\$ <u>30,000</u> .00	\$ <u>25,000</u> .00	\$ <u>20,000</u> .00	\$ <u>75,000</u> .00	<b>(line 1a)</b>
Local Amount (Percentage must increase each year)	\$ <u>18,056</u> .00	\$ <u>26,039</u> .00	\$ <u>33,966</u> .00	\$ <u>78,061</u> .00	<b>(line 1b)</b>
Total Salary & Benefits (Federal Amount plus Local Amount)	\$ <u>48,056</u> .00 Total Year 1 Salary and Benefits from Page 15	\$ <u>51,039</u> .00 Total Year 2 Salary and Benefits from Page 16	\$ <u>53,966</u> .00 Total Year 3 Salary and Benefits from Page 16	\$ <u>153,061</u> .00 Total 3-Year Costs (Y1 + Y2 + Y3 = Total Costs)	<b>(line 1c)</b>

Three-year salary and benefit costs PER FULL-TIME position

* The federal share may not exceed 75% of the total three-year costs or the calculated salary cap, whichever is smaller.	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>TOTAL - 3 YEARS</b>	
Federal Amount (Percentage must decrease each year)	\$ <u>10,122</u> .00	\$ <u>10,000</u> .00	\$ <u>6,061</u> .00	\$ <u>26,183</u> .00	<b>(line 2a)</b>
Local Amount (Percentage must increase each year)	\$ <u>1,000</u> .00	\$ <u>1,667</u> .00	\$ <u>6,061</u> .00	\$ <u>8,728</u> .00	<b>(line 2b)</b>
Total Salary & Benefits (Federal Amount plus Local Amount)	\$ <u>11,122</u> .00 Total Year 1 Salary and Benefits from Page 17	\$ <u>11,667</u> .00 Total Year 2 Salary and Benefits from Page 18	\$ <u>12,122</u> .00 Total Year 3 Salary and Benefits from Page 18	\$ <u>34,911</u> .00 Total 3-Year Costs (Y1 + Y2 + Y3 = Total Costs)	<b>(line 2c)</b>

## Total Grant Project Cost

Total Federal Amount

\$ <u>75,000</u> .00 Total federal amount per full-time position from <b>line 1a</b>	x	<u>1</u> Number of full-time positions requested	=	\$ <u>75,000</u> .00
\$ <u>26,183</u> .00 Total federal amount per part-time position from <b>line 2a</b>	x	<u>2</u> Number of part-time positions requested	=	\$ <u>52,366</u> .00
				\$ <u>127,366</u> .00 TOTAL FEDERAL AMT. <b>Box A</b>

Total Local Amount

\$ <u>78,061</u> .00 Total local amount per full-time position from <b>line 1b</b>	x	<u>1</u> Number of full-time positions requested	=	\$ <u>78,061</u> .00
\$ <u>8,728</u> .00 Total local amount per part-time position from <b>line 2b</b>	x	<u>2</u> Number of part-time positions requested	=	\$ <u>17,456</u> .00
				\$ <u>95,517</u> .00 TOTAL LOCAL AMT. <b>Box B</b>

Grand Total

\$ <u>127,366</u> .00 Box A (Total Federal Amount Requested)	+	\$ <u>95,517</u> .00 Box B (Total Local Amount Required)	=	\$ <u>222,883</u> .00 Total Grant Project Costs
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Applicant Legal Name: Arthurville, Town of ORI (Assigned by FBI): M D 0 1 2 3 4

## Certification and Contact Information for Budget Questions

The undersigned attests to the accuracy of the budget information provided in this worksheet.

I certify that the information provided on this form is true and accurate to the best of my knowledge:

Authorized Official's Typed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Intergovernmental Review Process

Executive Order 12372 requires applicants from state and local units of government, or other organizations or individuals providing service within a state, to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Before the application due date, you must contact your state SPOC to find out if this program has been selected for review and comply with the state's process under Executive Order 12372.

Whether or not your SPOC requests a copy of your application, the original signed application and two copies should be returned to the COPS Office.

The Catalog of Federal Domestic Assistance reference for this program is number 16.710 "Public Safety and Community Policing Grants."

A current list of state SPOCs is set forth below. States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC.

Tracy L. Copeland  
Manager, State Clearinghouse  
Office of Intergovernmental Services  
Department of Finance and Administration  
1515 W. 7th St., Room 412  
Little Rock, Arkansas 72203  
Telephone: (501) 682-1074  
Fax: (501) 682-5206

### **Arkansas**

Grants Coordination  
State Clearinghouse  
Office of Planning and Research  
P.O. Box 3044, Room 222  
Sacramento, California 95812-3044  
Telephone: (916) 445-0613  
Fax: (916) 323-3018

### **California**

Charles H. Hopkins  
Executive Department  
Office of the Budget  
540 S. Dupont Highway, 3rd Floor  
Dover, Delaware 19901  
Telephone: (302) 739-3323  
Fax: (302) 739-5661

### **Delaware**

Luisa Montero-Diaz  
Office of Partnerships and Grants Development  
Executive Office of the Mayor  
District of Columbia Government  
441 4th Street, NW, Suite 530 South  
Washington, DC 20001  
Telephone: (202) 727-8900  
Fax: (202) 727-1652

### **District of Columbia**

## Universal Hiring Program Application Instructions

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Jasmin Raffington  
Florida State Clearinghouse  
Department of Community Affairs  
2555 Shumard Oak Blvd.  
Tallahassee, Florida 32399-2100  
Telephone: (850) 922-5438  
Fax: (850) 414-0479

**Florida**

Georgia State Clearinghouse  
270 Washington Street, SW  
Atlanta, Georgia 30334  
Telephone: (404) 656-3855  
Fax: (404) 656-7901

**Georgia**

Virginia Bova  
Department of Commerce and Community Affairs  
James R. Thompson Center  
100 West Randolph, Suite 3-400  
Chicago, Illinois 60601  
Telephone: (312) 814-6028  
Fax (312) 814-8485

**Illinois**

Steven R. McCann  
Division of Community and Rural Development  
Iowa Department of Economic Development  
200 East Grand Avenue  
Des Moines, Iowa 50309  
Telephone: (515) 242-4719  
Fax: (515) 242-4809

**Iowa**

Ron Cook  
Department for Local Government  
1024 Capital Center Drive, Suite 340  
Frankfort, Kentucky 40601  
Telephone: (502) 573-2382  
Fax: (502) 573-2512

**Kentucky**

Joyce Benson  
State Planning Office  
184 State Street  
38 State House Station  
Augusta, Maine 04333  
Telephone: (207) 287-3261  
Fax: (207) 287-6489

**Maine**

Linda Janey  
Manager, Clearinghouse and Plan Review Unit  
Maryland Office of Planning  
301 West Preston Street - Room 1104  
Baltimore, Maryland 21201-2305  
Telephone: (410) 767-4490  
Fax: (410) 767-4480

**Maryland**

Richard Pfaff  
Southeast Michigan Council of Governments  
535 Griswold, Suite 300  
Detroit, Michigan 48226  
Telephone: (313) 961-4266  
Fax: (313) 961-4869

**Michigan**

Cathy Mallette  
Clearinghouse Officer  
Department of Finance and Administration  
1301 Woolfolk Building, Suite E  
501 North West Street  
Jackson, Mississippi 39201  
Telephone: (601) 359-6762  
Fax: (601) 359-6758

**Mississippi**

Angela Boessen  
Federal Assistance Clearinghouse  
Office of Administration  
P.O. Box 809  
Truman Building, Room 840  
Jefferson City, Missouri 65102  
Telephone: (573) 751-4834  
Fax: (573) 522-4395

**Missouri**

Heather Elliott  
Department of Administration  
State Clearinghouse  
209 E. Musser Street, Room 200  
Carson City, Nevada 89701  
Telephone: (775) 684-0209  
Fax: (775) 684-0260

**Nevada**

Jeffrey H. Taylor  
Director  
New Hampshire Office of State Planning  
Attn: Intergovernmental Review Process  
Mike Blake  
2-1/2 Beacon Street  
Concord, New Hampshire 03301  
Telephone: (603) 271-2155  
Fax: (603) 271-1728

**New Hampshire**

Ken Hughes  
Local Government Division  
Room 201 Bataan Memorial Building  
Santa Fe, New Mexico 87503  
Telephone: (505) 827-4370  
Fax: (505) 827-4948

**New Mexico**



Jeanette Furney  
Department of Administration  
1302 Mail Service Center  
Raleigh, North Carolina 27699-1302  
Telephone: (919) 807-2323  
Fax: (919) 733-9571

### **North Carolina**

Jim Boyd  
Division of Community Services  
600 East Boulevard Ave., Dept 105  
Bismarck, North Dakota 58505-0170  
Telephone: (701) 328-2094  
Fax: (701) 328-2308

### **North Dakota**

Kevin Nelson  
Department of Administration  
Statewide Planning Program  
One Capitol Hill  
Providence, Rhode Island 02908-5870  
Telephone: (401) 222-2093  
Fax: (401) 222-2083

### **Rhode Island**

Omeagia Burgess  
Budget and Control Board  
Office of State Budget  
1122 Ladies Street, 12th Floor  
Columbia, South Carolina 29201  
Telephone: (803) 734-0494  
Fax: (803) 734-0645

### **South Carolina**

Denise S. Francis  
Director, State Grants Team  
Governor's Office of Budget and Planning  
P.O. Box 12428  
Austin, Texas 78711  
Telephone: (512) 305-9415  
Fax: (512) 936-2681

### **Texas**

Carolyn Wright  
Utah State Clearinghouse  
Governor's Office of Planning and Budget  
State Capitol, Room 114  
Salt Lake City, Utah 84114  
Telephone: (801) 538-1535  
Fax: (801) 538-1547

### **Utah**

Fred Cutlip, Director  
Community Development Division  
West Virginia Development Office  
Building #6, Room 553  
Charleston, West Virginia 25305  
Telephone: (304) 558-4010  
Fax: (304) 558-3248

### **West Virginia**

Jeff Smith  
Section Chief, Federal/State Relations  
Wisconsin Department of Administration  
101 East Wilson Street - 6th Floor  
P.O. Box 7868  
Madison, Wisconsin 53707  
Telephone: (608) 266-0267  
Fax: (608) 267-6931

**Wisconsin**

**Territories:**

Pat M. Galea'i  
Federal Grants/Programs Coordinator  
Office of Federal Programs  
Office of the Governor/Department of Commerce  
American Samoa Government  
Pago Pago, American Samoa 96799  
Telephone: (684) 633-5155  
Fax: (684) 633-4195  
Director  
Bureau of Budget and Management Research  
Office of the Governor  
P.O. Box 2950  
Agana, Guam 96910  
Telephone: 011-671-472-2285  
Fax: 011-472-2825

**American Samoa**

**Guam**

Ms. Jacoba T. Seman  
Federal Programs Coordinator  
Office of Management and Budget  
Office of the Governor  
Saipan, MP 96950  
Telephone: (670) 664-2289  
Fax: (670) 664-2272

**Northern Mariana Islands**

Jose Caballero / Mayra Silva  
Puerto Rico Planning Board  
Federal Proposals Review Office  
Minillas Government Center  
P.O. Box 41119  
San Juan, Puerto Rico 00940-1119  
Telephone: (787) 723-6190  
Fax: (787) 722-6783

**Puerto Rico**

Ira Mills  
Director, Office of Management and Budget  
#41 Norre Gade Emancipation Garden Station, Second Floor  
Saint Thomas, Virgin Islands 00802  
Telephone: (340) 774-0750  
Fax: (340) 776-0069

**Virgin Islands**



FOR MORE INFORMATION:

U.S. Department of Justice  
Office of Community Oriented Policing Services  
1100 Vermont Avenue, NW  
Washington, D.C. 20530

To obtain details on COPS programs, call the  
U.S. Department of Justice Response Center at 800.421.6770

Visit COPS Online at the address listed below.

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